



# NSLAPR Imaging and Preservation Services Request for Work

Date of Request	
Customer Name & Title	
Customer Agency	
Customer Address	
Contact Number	
Contact Email	
Budget Account	

## Project Description

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## Source Material Description

Does the source material contain criminal history information? ☐Yes ☐No ☐Unsure

Criminal history record information (CHRI) is defines as - any notation or other written or electronic evidence of an arrest, detention, complaint, indictment, information or other formal criminal charge relating to an identifiable person that includes identifying information regarding the individual as well as the disposition of any charges.

<b>Source Type</b>	<input type="checkbox"/> Paper <input type="checkbox"/> Digital Content <input type="checkbox"/> Microfilm <input type="checkbox"/> Photograph/Negatives <input type="checkbox"/> Other:
<b>Source Size</b>	<input type="checkbox"/> 8 ½ x11 <input type="checkbox"/> 8 ½ x 14 <input type="checkbox"/> 11x17 <input type="checkbox"/> 8x10 <input type="checkbox"/> Oversized (Please Specify): <input type="checkbox"/> 16mm Microfilm <input type="checkbox"/> 35mm Microfilm <input type="checkbox"/> Other:

**Description of Source Material** For example: describe the paper type, condition, containing graphics/charts, is there binding; describe the photograph type, black & white, color, slides, negative type, condition, etc.

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**Estimated Number of Document Pages/Images (Include number of boxes and/or rolls of film, if applicable):** \_\_\_\_\_

### Completion Criteria

<b>Material Preparation Requirements</b>	<input type="checkbox"/> None/ N/A <input type="checkbox"/> Basic (remove staples/clips in order to facilitate scanning) <input type="checkbox"/> Other (Please Specify):
<b>Material Indexing Requirements</b>	<input type="checkbox"/> By Single Page <input type="checkbox"/> By Multi-Page Document <input type="checkbox"/> By Folder <input type="checkbox"/> Other (Specify Index Style):
<b>Material Reassembly Requirements</b>	<input type="checkbox"/> Re-assemble Folders <input type="checkbox"/> No Reassembly Required <input type="checkbox"/> Other (Specify Reassembly Requirements):

### Deliverables

<b>Project Output</b>	<input type="checkbox"/> Digital Content <input type="checkbox"/> 16 mm Microfilm <input type="checkbox"/> 35mm Microfilm <input type="checkbox"/> Prints (Indicate dimensions required):
<b>If the project deliverable is Digital Content complete the following sections.</b>	
<b>Document Format</b>	<input type="checkbox"/> Single Page <input type="checkbox"/> Multi Page <input type="checkbox"/> Color <input type="checkbox"/> Grayscale <input type="checkbox"/> Black and White <input type="checkbox"/> However the Source Material Appears
<b>File Format</b>	<input type="checkbox"/> PDF <input type="checkbox"/> JPEG <input type="checkbox"/> TIFF
<b>File Resolution</b>	<input type="checkbox"/> Web Quality (72 – 300 dpi) <input type="checkbox"/> Document Quality (300 - 400 dpi) <input type="checkbox"/> Photo Quality (400 – 1200 [large format prints only] dpi)
<b>Digital Project Output</b>	<input type="checkbox"/> CD <input type="checkbox"/> DVD <input type="checkbox"/> Portable Drive <input type="checkbox"/> SFTP/FTP <input type="checkbox"/> Application Xtender <input type="checkbox"/> Other (Specify Output Type):

Source materials and project deliverables will be returned to the person whose name appears on this form,  
unless otherwise specified.

**Notes:**

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**FOR IPS USE ONLY**

Received On: \_\_\_\_\_ By: \_\_\_\_\_